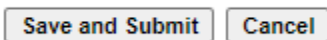


Dear Full-Time Timekeeping Users,

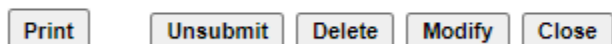
We apologize for the recent delay in opening Period 17, thank you for your patience. We are writing to inform you of some modifications to the system that you should be aware of.

TIMESHEET SUBMISSION

To submit a timesheet, press Save and Submit.



If you need to make changes to the timesheet, press Unsubmit and Modify.



In order to submit the timesheet for approval after making modifications, you will need to press Save and Submit again. If you Unsubmit without pressing Save and Submit again, the timesheet will be unable to be approved by your supervisor.

COMP TIME

For employees who are eligible for Comp Time, there is no longer a CTE option in the Other Leave section. Instead, there is a C/T Earn column on the right side of the timesheet. So when you are requesting Comp Time for additional hours worked, you will need to list the hours requested in the C/T Earn column for the Comp Time to be counted. For example, if you work one extra hour, instead of listing CTE 1:00 in the Other Leave section you will put 1:00 in the C/T Earn column.



DAY	MM/DD	In	Out	In	Out	Reg Time Total	SL	A/L	Other Leave	Hours	Overtime	Shift	C/T Earn
SUN	04/11						**						
MON	04/12	9:00 AM	12:00 PM	1:00 PM	6:00 PM	8:00	**						1:00

If you list additional work hours but don't also list the extra time in the C/T Earn column, then no Comp Time will be added to your record.

Thank you for incorporating these changes to your timesheet submission process. If you have any questions or concerns, please e-mail fulltime.timekeeping@baruch.cuny.edu.

Regards,

Full-Time Timekeeping
Office of Human Resources
Baruch College